

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

|                                                                                                                                                                                                                                                                                                                                                     |                                                      |                                                                                                                                                                    |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>(1) DEPARTMENT</b><br>General Services Agency                                                                                                                                                                                                                                                                                                    | <b>(2) MEETING DATE</b><br>10/7/2014                 | <b>(3) CONTACT/PHONE</b><br>Machelie Vieux, 781-5200                                                                                                               |                             |
| <b>(4) SUBJECT</b><br>Request to approve a contract with Enovity, Inc. (Clerk's File) in the amount of \$83,235 to provide commissioning agent services for the Juvenile Hall Expansion project. District 2.                                                                                                                                        |                                                      |                                                                                                                                                                    |                             |
| <b>(5) RECOMMENDED ACTION</b><br>It is recommended that the Board approve a contract with Enovity, Inc. in the amount of \$83,235 to provide commissioning agent services for the Juvenile Hall Expansion project.                                                                                                                                  |                                                      |                                                                                                                                                                    |                             |
| <b>(6) FUNDING SOURCE(S)</b><br>\$13.12 M SB81 Funding<br>\$3.5 M General Government Building Replacement Reserves- Juvenile Hall Bldg. Designation<br>\$0.4 M Facilities Planning Designation<br>\$1.2 M Capital Projects<br>\$0.2 M Maintenance Projects<br>\$2.4 M General Government Building Replacement Designation<br>\$1.38 M In-kind match | <b>(7) CURRENT YEAR FINANCIAL IMPACT</b><br>\$83,235 | <b>(8) ANNUAL FINANCIAL IMPACT</b><br>N/A                                                                                                                          | <b>(9) BUDGETED?</b><br>Yes |
| <b>(10) AGENDA PLACEMENT</b><br><input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )                                                                                                                      |                                                      |                                                                                                                                                                    |                             |
| <b>(11) EXECUTED DOCUMENTS</b><br><input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A                                                                                                                                                               |                                                      |                                                                                                                                                                    |                             |
| <b>(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b><br>19001462                                                                                                                                                                                                                                                                                  |                                                      | <b>(13) BUDGET ADJUSTMENT REQUIRED?</b><br>BAR ID Number:<br><input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A                    |                             |
| <b>(14) LOCATION MAP</b><br>Attached                                                                                                                                                                                                                                                                                                                | <b>(15) BUSINESS IMPACT STATEMENT?</b><br>No         | <b>(16) AGENDA ITEM HISTORY</b><br><input type="checkbox"/> N/A    Date: 10/14/08, 12/06/08, 6/02/09, 2/07/12, 4/02/13, 4/23/13, 9/17/13, 3/18/14, 5/6/14, 8/12/14 |                             |
| <b>(17) ADMINISTRATIVE OFFICE REVIEW</b><br>Geoff O'Quest, Administrative Analyst                                                                                                                                                                                                                                                                   |                                                      |                                                                                                                                                                    |                             |
| <b>(18) SUPERVISOR DISTRICT(S)</b><br>District 2                                                                                                                                                                                                                                                                                                    |                                                      |                                                                                                                                                                    |                             |

# County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services Agency / Machelie Vieux, 781-5200

DATE: 10/7/2014

SUBJECT: Request to approve a contract with Enovity, Inc. (Clerk's File) in the amount of \$83,235 to provide commissioning agent services for the Juvenile Hall Expansion project. District 2.

## **RECOMMENDATION**

It is recommended that the Board approve a contract with Enovity, Inc. in the amount of \$83,235 to provide commissioning agent services for the Juvenile Hall Expansion project.

## **DISCUSSION**

### **Background**

In 2013, three professional service contracts were competitively advertised to provide the inspector of record, construction testing, and commissioning agent for both the Juvenile Hall Expansion and the Women's Jail Expansion projects. The close proximity of the respective project sites and the overlapping timing of the construction schedules created an opportunity to efficiently advertise the professional service contracts and negotiate favorable pricing. The Board previously approved the inspector of record and the construction testing service contracts for the Juvenile Hall Expansion project on March 18, 2014. The commissioning agent services contract represents the final outstanding professional service contract for the Juvenile Hall Expansion project.

The services will ensure proper start-up and operation of systems such as the security cameras and controls, heating, ventilation, and air conditioning (HVAC), emergency back-up generator, and lighting control systems. Once the systems are successfully started and adjusted, the commissioning agent will verify final performance testing, oversee training requirements for County staff, and conduct warranty follow-up on system performance. The commissioning agent services are intended to ensure vital equipment and infrastructure meets or exceeds the functional performance requirements of specialized systems.

### **Current Status**

Representatives from the Probation Department and General Services Agency reviewed five (5) statement of qualifications for commissioning agent services, and determined Enovity, Inc. as the best suited to perform commissioning requirements for the Juvenile Hall Expansion project.

Staff completed the fee negotiations in August, and the contract is now ready for approval. Funding for this professional service is within in the project budget as presented to the Board in August 2014.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has provided legal guidance on all aspects of the project and has reviewed the commissioning agent services contract for form and legal effect.

## **FINANCIAL CONSIDERATIONS**

There is no cost increase to the Juvenile Hall Expansion project as a result of approving the contract for commissioning agent services. The total project budget remains at \$21,337,168, as presented and approved by the Board on August 12, 2014.

The commissioning agent services will provide independent third-party verification of performance based on design, identify any discrepancies of equipment and specialized systems, follow-up on system adjustments, and verify County staff are properly trained to operate and maintain equipment. The contract value for these services is \$83,235 and is within the current project budget.

| Contract                     | Budget   | Actual   | Variance  |
|------------------------------|----------|----------|-----------|
| Commissioning Agent Services | \$87,000 | \$83,235 | (\$3,765) |

## **RESULTS**

The commissioning agent services for the Juvenile Hall Expansion project is intended to verify the proper performance of equipment and specialized systems. The award of the contract for commissioning agent services will provide a secure and properly functioning facility for the Juvenile Hall, which contributes to a safe community.

## **ATTACHMENTS**

1. Vicinity Map
2. Attachment A - Chronology of Board Actions
3. Commissioning Agent – Consultant Services Contract (Clerk's File)